

# Project Delivery Readiness Checklist

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20 questions to reveal coordination gaps before they become bigger problems

## Why this exists

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Technical problems are usually visible. Coordination gaps are harder to see — and it's an uncomfortable feeling when you realise you might be the only one holding the full picture together.

When coordination starts to break down, no one has the complete picture. Decisions get made with incomplete information, and small gaps between consultants, contractors and stakeholders can turn into delays, rework and additional cost.

This checklist won't tell you how to design, build, or approve your project. It's a quick way to see where coordination may need attention — before it becomes a bigger problem.

**Five minutes. Twenty questions.**

Answer what's actually true, not what you're hoping is true.

## I. Governance & Accountability

| Question                                                                                                                                | Yes                      | Not Sure                 | No                       |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| If something went wrong tomorrow, is there one person who'd actually know the full picture — not three people you'd need to call first? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does that person see across every workstream, not just their own patch?                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If someone asked for the real project status right now, could you answer without checking with anyone else first?                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do decisions actually get written down, or do they live in someone's memory until they don't?                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If that person was unavailable for two weeks, could someone else pick up the full picture — or would things stall?                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 2. Approvals & Compliance

| Question                                                                                                | Yes                      | Not Sure                 | No                       |
|---------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Do you know every approval, permit or sign-off this project actually needs — not just the obvious one?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you know the realistic timeline for each one, or just the version everyone's hoping is true?         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is someone actively tracking approval status, or does it only come up when you ask?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If one approval slips, do you know exactly what else that affects — or would you find out the hard way? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 3. Stakeholders & Communication

| Question                                                                                                           | Yes                      | Not Sure                 | No                       |
|--------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Do you know everyone who has to be consulted, informed, or sign off — not just the obvious names?                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does each of them actually know what's expected of them and by when?                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there one place that records who committed to what — or is it scattered across emails and memory?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If community, landowner, or public engagement matters here, is it planned — or are you reacting as things come up? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 4. Consultants & Contractors

| Question                                                                                                                | Yes                      | Not Sure                 | No                       |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Do you have one clear view across every consultant and contractor's scope — or just their individual reports?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has anyone actually checked for gaps or overlaps between what different consultants each think they're responsible for? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have credentials, licences and insurance actually been verified — or assumed?                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a defined process for reviewing and accepting deliverables — or do they just arrive?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 5. Risk & Change

| Question                                                                                          | Yes                      | Not Sure                 | No                       |
|---------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Is there a live risk register someone actually looks at — or one that was written once and filed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do issues get raised early, or discovered late?                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are budget and programme tracked against the original baseline — or just against last month?      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Result

Count your "Yes" answers.

### 17–20 Yes — Strong foundations

Your coordination structure appears broadly in place. The priority now is keeping it that way as the project gets more complex.

### 13–16 Yes — A few gaps worth closing

A few areas deserve a closer look while they're still manageable. Often the fix is smaller than it feels.

### 0–12 Yes — Coordination needs attention

If most of this felt uncertain, that's not a reflection on you. It usually means no one was ever actually put in charge of seeing the whole thing. That's exactly the gap worth closing before it compounds.

## YOUR NEXT STEP

Don't focus only on the score. Every "No" or "Not sure" is worth investigating on its own.

*Which gap would cause the biggest problem if it was left exactly as it is right now?*

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### One thing you can do today, free

Pick the single item you marked "No" or "Not sure" that concerns you most. Send one email today asking directly: *"Who owns this?"* That one question closes more gaps than people expect.

## What this looks like in practice

You don't need Vicerix to tell you where the gaps are — you just found them yourself. What a single accountable interface actually does is make sure someone owns closing them, instead of everyone assuming someone else has it covered.

If this checklist surfaced more than a couple of gaps, a **Project Certainty Review** is a contained, fixed-fee way to get an independent, structured look at where your specific project stands — before those gaps get expensive.

**Found a few gaps? Get a second look.**

**Discuss Your Project → [vicerix.com.au](https://vicerix.com.au)**